

# How to Use the “Who are my HR Contacts?” & “Update Your Information” Portlets

August 26, 2005

In order to provide more effective service to our clients, we have created a tool called “Who Are My HR Contacts” to direct NIH employees to the HR Assistants and Specialists who service their IC and sub-organization. Additionally, OHR staff can update their contact information and assignments themselves using the “Update Your Information” portlet. This will greatly increase the speed and accuracy of this contact information. The instructions below will guide you through finding and using this portlets which are available on the NIH Portal.

## Where to find the Portlets?

The “Who Are My HR Contacts” and “Update Your Information” portlets can be found on the [HR Community](#) on the NIH Portal. The “Who Are My HR Contacts” portlet can be found on the main page of the HR Community, while the “Update Your Information” portlet is located on the HR Professionals page on the HR Community. The “Update Your Information” portlet is only available to OHR staff to update their HR contact information and assignments.

You can also add these portlets to your myPage, if you would like. To add these to your myPage, click on the links below and then follow the online instructions:

- To Add the “Who Are My HR Contacts” portlet –  
[http://my.nih.gov/portal/server.pt?space=PreviewGadget&parentname=GadgetSelection&parentid=2&in\\_hi\\_userid=1321966&control=PreviewGadget&page=InviteGadgetJS&PreviewType=2&GadgetID=2124](http://my.nih.gov/portal/server.pt?space=PreviewGadget&parentname=GadgetSelection&parentid=2&in_hi_userid=1321966&control=PreviewGadget&page=InviteGadgetJS&PreviewType=2&GadgetID=2124)
- To Add the “Update Your Information” portlet –  
[http://my.nih.gov/portal/server.pt?space=PreviewGadget&parentname=GadgetSelection&parentid=2&in\\_hi\\_userid=1321966&control=PreviewGadget&page=InviteGadgetJS&PreviewType=2&GadgetID=2123](http://my.nih.gov/portal/server.pt?space=PreviewGadget&parentname=GadgetSelection&parentid=2&in_hi_userid=1321966&control=PreviewGadget&page=InviteGadgetJS&PreviewType=2&GadgetID=2123)

## Who Are My HR Contacts?

The “Who Are My HR Contacts?” portlet is designed so that any NIH employee can enter their IC and sub-org and get a list of HR Specialists and Assistants that are assigned to assist them with benefits, ER/LR, etc. In addition, NIH employees can click on the Organizational Chart to see a list of HR employees in each HR division.

**Who Are My HR Contacts?**

Find My HR Contact:  
IC:  Sub-org:

### NIH Office of Human Resources

**Office of the Director**  
Chris Steyer, Acting Director  
Phil Lenowitz, Acting Deputy Director

**Strategic Programs Division (SPD)**  
Kevin P. Murphy,  
Division Director

- Management Advisory Services Branch, Susan Howard
- Workforce Planning & Program Evaluation Branch, Isaiah Barnwell

**Client Services Division (CSD)**  
Michael Rosenthal,  
Acting Division Director

- Special Programs Branch, Marvin Lee
- Operations (Staffing) Teams (10)

**Workforce Relations Division (WRD)**  
Helene Noble,  
Division Director

- Employee Relations / Labor Relations Branch, Charles Palmer
- Benefits & Payroll Liaison Branch, Howard Chernoff

If you cannot find your HR contact, please e-mail [HR Systems Support](#).

OHR/SPD

2

Updated 8/26/2005

## How to use the “Who Are My HR Contacts” Portlet:

1. Select a branch from the organizational chart to see a list of everyone in that branch

**Who Are My HR Contacts?**

**Find My HR Contact:**

IC:  Sub-org:

**NIH Office of Human Resources**

**Office of the Director**  
Chris Major, Acting Director  
Phil Lenowitz, Acting Deputy Director

**Strategic Programs Division (SPD)**  
Kevin P. Murphy, Division Director

- Management Advisory Services Branch, Susan Howard
- Workforce Planning & Program Evaluation Branch, Isaiah Barnwell

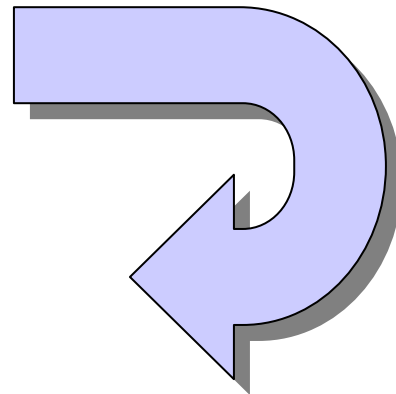
**Client Services Division (CSD)**  
Richie Taffet, Acting Division Director

- Special Programs Branch, Marvin Lee
- Operations (Staffing) Teams (11)

**Workforce Relations Division (WRD)**  
Helene Noble, Division Director

- Employee Relations / Labor Relations Branch, Charles Palmer
- Benefits & Payroll Liaison Branch, Howard Chernoff

If you cannot find your HR contact, please e-mail [HR Systems Support](#).



**Workforce Relations Division (WRD)**

Advises and consults with client organization managers on employee and labor relations matters, including collective bargaining and employee conduct, performance and disciplinary actions. Manages Federal employee benefits and entitlement programs for the client organizations. Provides employees, their families and beneficiaries, as appropriate, counseling and assistance in accessing and understanding benefits and entitlement programs. Provides employee services, such as managing official personnel records and new employee entrance-on-duty programs.

Branch:

**HR Staff in WRD**

Name	Division	Branch	HR Area	Contact Type	Phone	E-mail	Bldg/Room	MSC
<a href="#">Barbarics, Andrea</a>	WRD	BPLB	Benefits	HR Assistant	301-496-4556	<a href="mailto:ab543f@nih.gov">ab543f@nih.gov</a>	31/B3C30	2215
<a href="#">Chernoff, Howard</a>	WRD	BPLB	Benefits	Branch Chief	301-496-4556	<a href="mailto:hc19u@nih.gov">hc19u@nih.gov</a>	31/B3C33	2215
<a href="#">Findlater, Valorie</a>	WRD	BPLB	Benefits	HR Specialist	301-496-4556	<a href="mailto:vf43k@nih.gov">vf43k@nih.gov</a>	31/B3C33	2215
<a href="#">Fisher, Donna</a>	WRD	BPLB	Benefits	HR Specialist	919-541-3510	<a href="mailto:fisher@niehs.nih.gov">fisher@niehs.nih.gov</a>	NH/258	NH-01
<a href="#">Flottum, Shirley</a>	WRD	BPLB	Payroll	HR Specialist	301-402-7599	<a href="mailto:flottums@od31tm1.od.nih.gov">flottums@od31tm1.od.nih.gov</a>	31/B3C33	2215
<a href="#">Jones, Victoria</a>	WRD	BPLB	Payroll	Contractor	301-402-8314	<a href="mailto:jonesvi@od.nih.gov">jonesvi@od.nih.gov</a>	31/B3C33	2215

1. Or search for your HR Contact by selecting your **IC** and **Sub-Org** to see a list of HR Specialists and Assistants that service your IC

Then choose here...

- ALL
- DEAS - Hub A
- DEAS - Hub B
- DEAS - Hub C
- DEAS Division of Quality Assurance
- Executive Office
- Immediate Office of the Director
- Office of AIDS Research
- Office of Behavioral and Social Sciences Research
- Office of Communications and Public Liaison
- Office of Community Liaison
- Office of Disease Prevention
- Office of Equal Opportunity and Diversity Management
- Office of Extramural Research
- Office of Intramural Research
- Office of Legislative Policy and Analysis
- Office of Management
- Office of Program Coordination
- Office of Research on Women's Health
- Office of Science Policy
- Office of the Ombudsman/Center for Cooperative Resolution
- OM - Office of Administration
- OM - Office of Budget
- OM - Office of Financial Management
- OM - Office of Human Resources**
- OM - Office of Management Assessment
- OM - Office of Research Facilities Dev and Ops
- OM - Office of Strategic Management Planning

**NIH Office of Human Resources**

**Office of the Director**

HR Contacts for OD, OM - Office of Human Resources									
Name	Division	Branch	HR Area	Contact Type	Phone	E-mail	Bldg/Room	MSC	FAX
<a href="#">Jones, Jennifer</a>	CSD	B	Operations	HR Assistant	301-496-2373	<a href="mailto:jj259o@nih.gov">jj259o@nih.gov</a>	31/4B47C	2207	301-402-1774
<a href="#">Leary, Teresa</a>	CSD	B	Operations	HR Specialist	301-402-2826	<a href="mailto:tj31b@nih.gov">tj31b@nih.gov</a>	31/4B59C	2207	301-402-1774
<a href="#">Morrisette, Brenda</a>	WRD	BPLB	Benefits	HR Specialist	301-496-4556	<a href="mailto:morisseb@od.nih.gov">morisseb@od.nih.gov</a>	31/B3C33	2215	301-496-1209
<a href="#">Franklin, Theresa</a>	OHR	OD	Office of the Director	Administrative Officer (AO)	301-496-2238	<a href="mailto:franklit@od.nih.gov">franklit@od.nih.gov</a>	2/1W15J	0203	301-480-2266
<a href="#">Mathsen, Sharon</a>	OHR	OD	Office of the Director	Administrative Officer (AO)	301-496-2424	<a href="mailto:mathsens@od1tm1.od.nih.gov">mathsens@od1tm1.od.nih.gov</a>	1/B159	0124	301-402-0345

HR Contacts for OD, All Divisions									
Name	Division	Branch	HR Area	Contact Type	Phone	E-mail	Bldg/Room	MSC	FAX
<a href="#">Banks, Carolyn</a>	CSD	B	Operations	HR Assistant	301-496-2497	<a href="mailto:bankscar@mail.nih.gov">bankscar@mail.nih.gov</a>	31/4B62	2207	301-402-1774
<a href="#">Brock, Raymond</a>	CSD	B	Operations/AVGI Contact	HR Specialist	301-496-1443	<a href="mailto:rb488f@nih.gov">rb488f@nih.gov</a>	31/4B62	2207	301-402-1774
<a href="#">Davis, Beverly</a>	CSD	B	Operations	HR Specialist	301-402-7102	<a href="mailto:Davisbev@OD.NIH.GOV">Davisbev@OD.NIH.GOV</a>	31/4B51B	2207	
<a href="#">German, Becky</a>	CSD	B	Operations	HR Specialist	301-402-1289	<a href="mailto:germanb@mail.nih.gov">germanb@mail.nih.gov</a>	31/4B62	2207	301-402-1774
<a href="#">Hill, Delores</a>	CSD	B	Operations	HR Specialist	301-402-8722	<a href="mailto:hilldn@mail.nih.gov">hilldn@mail.nih.gov</a>	31/4B62	2207	301-402-1774
<a href="#">Jones, Jennifer</a>	CSD	B	Operations	HR Assistant	301-496-2373	<a href="mailto:jj259o@nih.gov">jj259o@nih.gov</a>	31/4B59C	2207	301-402-1774
<a href="#">Leary, Teresa</a>	CSD	B	Operations	HR Specialist	301-402-2826	<a href="mailto:tj31b@nih.gov">tj31b@nih.gov</a>	31/4B59C	2207	301-402-1774
<a href="#">Leary, Teresa</a>	CSD	B	Operations	HR Specialist (Backup)	301-402-2826	<a href="mailto:tj31b@nih.gov">tj31b@nih.gov</a>	31/4B59C	2207	301-402-1774
<a href="#">Lee, Yvette</a>	CSD	B	Operations	HR Specialist	301-435-6789	<a href="mailto:Leev@od.nih.gov">Leev@od.nih.gov</a>	31/4B62	2207	301-402-1774
<a href="#">Martin, Debbie</a>	CSD	B	Operations	HR Specialist	301-496-3693	<a href="mailto:martinde@mail.nih.gov">martinde@mail.nih.gov</a>	31/4B62C	2207	301-402-1774
<a href="#">Taylor, Pamela</a>	CSD	B	Operations	HR Assistant	301-402-0231	<a href="mailto:taylorpa@mail.nih.gov">taylorpa@mail.nih.gov</a>	31/4B62	2207	301-496-1774
<a href="#">Taylor, Pamela</a>	CSD	B	Operations	HR Assistant (Backup)	301-402-0231	<a href="mailto:taylorpa@mail.nih.gov">taylorpa@mail.nih.gov</a>	31/4B62	2207	301-496-1774
<a href="#">Thompson, Lori</a>	CSD	B	Operations	Branch Chief	301-402-1287	<a href="mailto:thompsonl@mail.nih.gov">thompsonl@mail.nih.gov</a>	31/4B62B	2207	301-402-1774

## Update Your Information

The “Update Your Information” portlet is ONLY for Office of Human Resource personnel. This portlet allows each OHR staff member to check their own IC assignments, HR Division & Branch, and Area of Expertise. If you change IC assignments or branch, each OHR employee can update that information him/herself and it will immediately be reflected in the “Who Are My HR Contacts?” portlet. This portlet also provides a link to your record in NED, in case you also need to update your location or contact information.

Update Your Information

Important: You must click the "Save Changes" button to save any changes you make to this gadget.

Phone: 301-594-1466 \*

Building: EPS \*

Room: 100 \*

MSC: 7129 \*

FAX: 301-480-2789 \*

E-mail: hooleye@mail.nih.gov \*

\* [Update this information in NED](#)

First Name: Erin

Last Name: Hooley

HR Division: SPD

HR Branch: PEWP

HR Area of Expertise: HR Systems

Assignment 1

IC: NIH

Sub-org: ALL

Contact Type: HR Specialist

Are you a backup?: ☒ No ☐ Yes

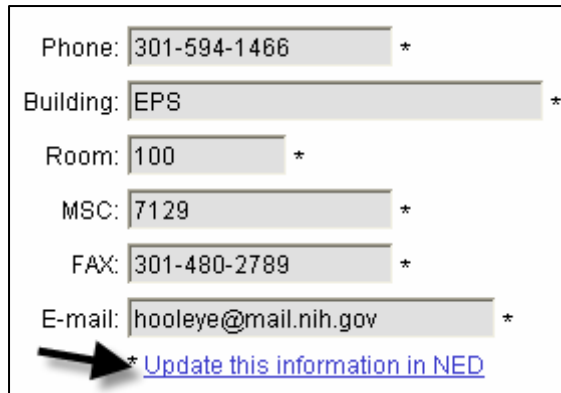
[Remove this assignment](#)

[Add new assignment](#)

Save Changes

## How to update your assignment using the “Update Your Information” Portlet:

1. To update your contact information (from NIH Employee Directory (NED)) click on the **Update this information in NED** link



Phone: 301-594-1466 \*

Building: EPS \*

Room: 100 \*

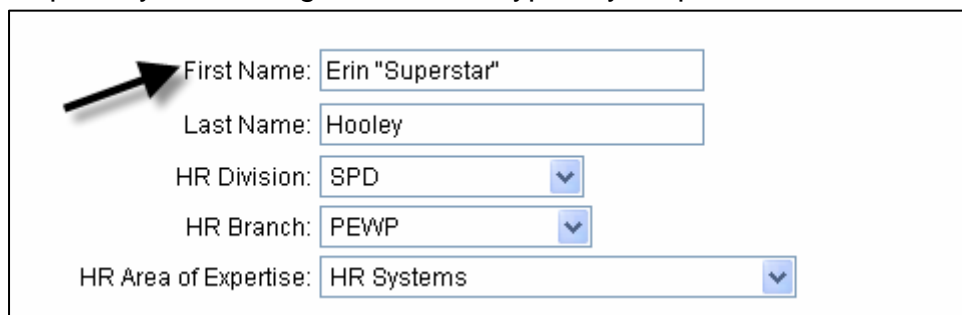
MSC: 7129 \*

FAX: 301-480-2789 \*

E-mail: hooley@mailto.nih.gov \*

[\\* Update this information in NED](#)

2. To update your name go ahead and type in your preferred name



First Name: Erin "Superstar"

Last Name: Hooley

HR Division: SPD ▼

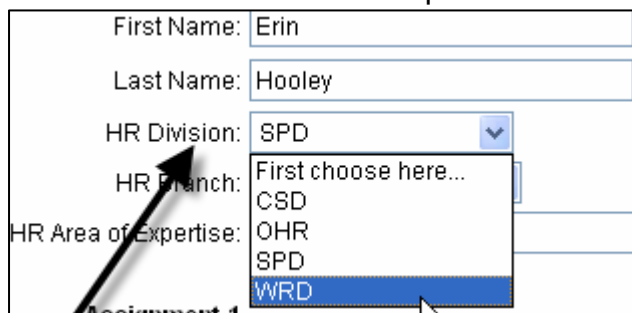
HR Branch: PEWP ▼

HR Area of Expertise: HR Systems ▼

3. Then select the **Save Changes** button

Save Changes

4. To update your HR branch or HR area of expertise merely select the correct information with the drop-down boxes



First Name: Erin

Last Name: Hooley

HR Division: SPD ▼

HR Branch: First choose here...  
CSD  
OHR  
SPD  
WRD

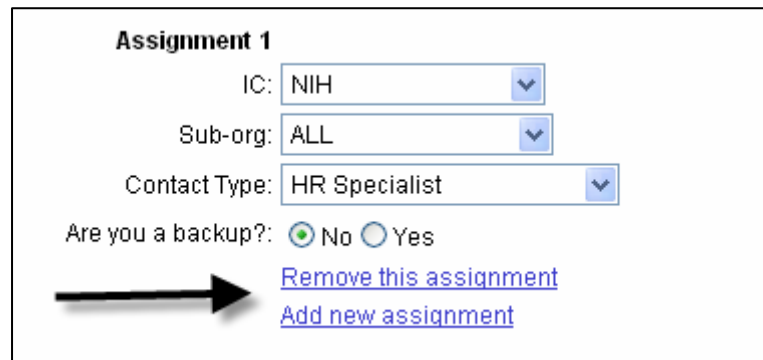
HR Area of Expertise:

Assignment 1

5. Then select the **Save Changes** button

Save Changes

6. To remove an assignment click on the **Remove this assignment** link



**Assignment 1**

IC: NIH

Sub-org: ALL

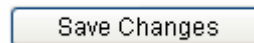
Contact Type: HR Specialist

Are you a backup?: ☒ No ☐ Yes

[Remove this assignment](#)

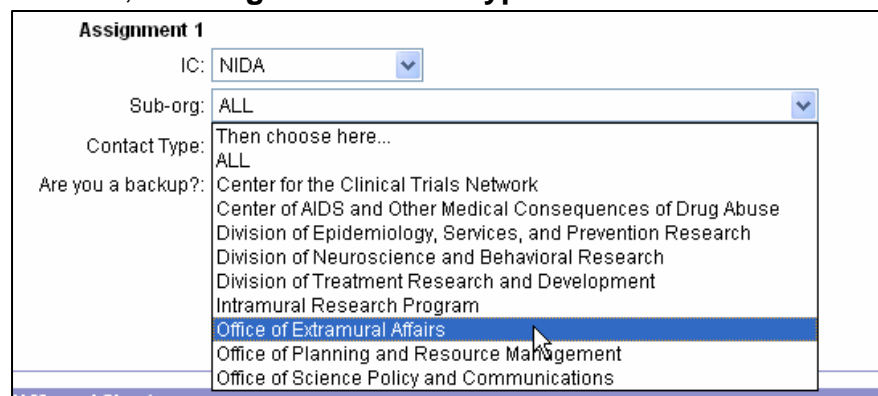
[Add new assignment](#)

7. Then select the **Save Changes** button



8. To add an assignment click on the **Add new assignment** link

9. Select the **IC, Sub-org** and **Contact Type**



**Assignment 1**

IC: NIDA

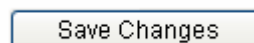
Sub-org: ALL

Contact Type: Then choose here...

Are you a backup?:

- ALL
- Center for the Clinical Trials Network
- Center of AIDS and Other Medical Consequences of Drug Abuse
- Division of Epidemiology, Services, and Prevention Research
- Division of Neuroscience and Behavioral Research
- Division of Treatment Research and Development
- Intramural Research Program
- Office of Extramural Affairs
- Office of Planning and Resource Management
- Office of Science Policy and Communications

10. Then select the **Save Changes** button



### **Help, I can't update my assignment!**

If you can't see the "Update Your Information" portlet or get an error such as, "User Account 'Hooley' does not appear to have a valid NID ID," (a common error that some HR staff were getting) please contact HR Systems Support through a WiTS ticket, e-mail or phone to resolve the issue.

### **HR Systems Support:**

- Phone - 301-451-1436
- E-mail – [hssystemssupport@od.nih.gov](mailto:hssystemssupport@od.nih.gov)
- WiTS Logon - <http://wits.od.nih.gov/>